



U.S. DEPARTMENT OF HOMELAND SECURITY

FISCAL YEAR 2011

NATIONAL SPECIAL SECURITY EVENT GRANT

**GUIDANCE AND APPLICATION KIT
SECTION I – APPLICATION AND REVIEW
INFORMATION**

SEPTEMBER 2011



U.S. DEPARTMENT OF HOMELAND SECURITY

Title of Opportunity: Fiscal Year (FY) 2011 National Special Security Event (NSSE) Grant Program

Opportunity Number: DHS-11-GPD-126-000-01

Catalog of Federal Domestic Assistance (CFDA) Number: 97.126

Federal Agency Name: U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA)

Announcement Type: Initial

Dates: Applications must be submitted **prior to the event and** no later than 11:59pm Eastern, June 30, 2012

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PART I.

FUNDING OPPORTUNITY DESCRIPTION

The mission of the Federal Emergency Management Agency's (FEMA) National Special Security Event (NSSE) Grant Program is to provide supplemental federal assistance to State, Tribal and local governments for certain actual costs of providing emergency management, public safety, and security during the preparation and conduct of an NSSE.

The Secretary of the U.S. Department of Homeland Security designates events of national significance as National Special Security Events (NSSE) based on factors including, but not limited to: anticipated attendance by U.S. officials and foreign dignitaries; the size of the event; and, the significance of the event. By statute, the United States Secret Service (USSS) is designated as the lead federal agency for planning, coordinating, and implementing security operations at NSSE. The FY 2011 NSSE Grant was developed by FEMA in coordination with USSS.

PART II.

AWARD INFORMATION

Statutory Basis

This financial assistance opportunity is provided in accordance with Title VI, Section 1653 of the *Department of Defense and Full-Year Continuing Appropriations Act of 2011* (Public Law 112-10), which states:

For an additional amount for necessary expenses for reimbursement of the actual costs to State local, and Tribal governments for providing emergency management, public safety, and security at events, as determined by the Administrator of the Federal Emergency Management Agency, related to the presence of a National Special Security Event, \$7,500,000 to remain available until September 30, 2012.

Period of Performance

The period of performance of this grant is 90 days, defined as the 60 days prior to and the 30 days after the NSSE. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications as to why an extension is required. For more information on grant extensions, see *Section II, Part I.A.*

Available Funding

The total amount of funds available for the FY 2011 National Special Security Event Grant is \$7,485,000

Cost Match

There is no cost match required with the FY 2011 NSSE Grant.

A. Funding Guidelines

Priority will be given to applicants meeting the following criteria:

Significant Unreimbursed Costs

Applicants demonstrating un-reimbursed costs directly related to the provision of security, public safety and emergency management for the designated NSSE. Significant unreimbursed costs are considered to be those costs over and above normal expenditures.

Lack of Alternate Funding Sources

Applicants hosting types of NSSE which have not in the past received direct Congressional appropriations, event-related presidential declarations, or third-party funding which provide reimbursement or direct payment for costs associated with hosting the event.

DHS grant funds may only be used for the purposes set forth in this grant guidance, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

The following outlines general allowable and unallowable NSSE Grant cost guidance.

1. Allowable Costs.

Funding provided may be used to reimburse certain actual costs incurred by State, local, and Tribal governments for providing emergency management, public safety, and security directly related to the presence of a specific NSSE. Allowable costs must directly support the NSSE. Costs must be reasonable and necessary to accomplish the work; be compliant with federal, State, and local requirements for procurement; and be incurred in support of Operational Security Plans developed in collaboration with the interagency NSSE Executive Steering Committee.

Allowable expenses include those related to:

Planning

- Planning not otherwise paid for or provided by any Federal agency participating in NSSE planning and operations
- Costs associated with implementing intrastate or interstate mutual aid agreements for prevention, protection, mitigation, response and recovery activities directly related to the NSSE

Personnel

- Personnel overtime and backfill costs for security, public safety, emergency management, fire and emergency medical services, including training and exercise directly related to the NSSE

Organization

- Program management
- Activities that facilitate shared situational awareness between the public and private sectors
- Operational support, including for select operational expenses associated with increased security measures at critical infrastructure sites under Title

32 or State Active Duty National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package

2. Unallowable Costs

- Management and Administration (M&A) activities
- Equipment
- Hiring of permanent personnel
- Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc.), general-use computers and related equipment (other than for those associated with preparedness or response functions), general-use vehicles, licensing fees, weapons systems and ammunition
- Activities unrelated to the completion and implementation of the FY 2011 NSSE Grant
- Costs incurred as a result of normal agency activities (e.g. salaries incurred during normal hours for security-related operations that do not require overtime or to backfill a position)
- Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package
- Other items not in accordance with allowable costs listed above
- Construction and renovation

No assistance will be provided to an applicant for damages caused by its own negligence through failure to take reasonable protective measures. If negligence by another party results in damages, assistance may be provided on the condition that the applicant agrees to cooperate with FEMA in all efforts to recover the cost of such assistance from the negligent party.

For more guidance and clarification regarding these allowable and unallowable costs, applicants should review **2 CFR Part 225**, *as the lists above are not comprehensive*.

PART III.

ELIGIBILITY INFORMATION

A. Eligible Applicants

All 56 States and territories that host an NSSE that will occur prior to September 30, 2012, are eligible to apply for NSSE Grant funds. The State Administrative Agency (SAA) is the only entity eligible to submit applications to FEMA for FY 2011 NSSE Grant funds. Applications shall be for costs that support an event-specific to the Operational Security Plan developed in coordination with the interagency NSSE Executive Steering Committee.

Any locality hosting an NSSE that also receives reimbursement for the NSSE from other Federal funds, including the State Department's "protection of Foreign Missions and Officials" account is not eligible to be reimbursed with NSSE Grant funds.

PART IV.

APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

FEMA makes all funding opportunities available on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the Grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA number and/or the funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

B. Content and Form of Application

- 1. Application via Grants.gov.** All applicants must file their applications using the Administration’s common electronic “storefront” - <http://www.grants.gov>. Eligible grantees must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>.

The application must be started and submitted using <http://www.grants.gov> after Central Contractor Registration (CCR) is confirmed. The on-line application includes the following required form:

- Standard Form 424, Application for Federal Assistance

When applicants apply through <http://www.grants.gov>, the Standard Form 424 in the initial Grants.gov application will need to be submitted. The Standard Form 424 will be retrieved by ND Grants and the system will automatically populate the relevant data fields in the application. Because FEMA will need to conduct an initial review of the application prior to the submission deadline, grantees must submit the Standard Form 424 within Grants.gov before the NSSE. Upon the completion of the initial review, FEMA will determine whether an application should proceed further and the applicant will be notified within 30 days of submitting the Standard Form 424. If an applicant is eligible FEMA will instruct

the applicant to complete their submission by fulfilling additional application requirements (e.g., budget, Operations Orders, etc.) listed below.

The applicant must submit a complete and final application through the ND Grants system located at <https://portal.fema.gov> no later than 120 days after the NSSE or 30 days before the end of fiscal year, 2012, whichever is shorter. Applications received later may not be eligible for full reimbursement of costs before the NSSE.

If you need assistance registering for the ND Grants system, please contact FEMA's Enterprise Service Desk at (888) 457-3362. Applicants are encouraged to begin their ND Grants registration at the time of solicitation to ensure they have adequate time to start and complete their application submission. The ND Grants system includes the following required forms and submissions:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
- Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying
- FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Certification from the SAA stating that all costs being submitted for reimbursement support event-specific Operational Security Plans for the NSSE and that these plans were developed by NSSE Executive Steering Committee and the USSS.

The program title listed in the CFDA is "National Special Security Event (NSSE) Grant Program". The CFDA number is **97.126**.

- 2. Dun and Bradstreet Data Universal Numbering System (DUNS) Number.** The applicant must provide a DUNS number with their application. This number is a required field within <http://www.grants.gov> and for CCR. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711.
- 3. Valid CCR.** The application process also involves an updated and current registration by the applicant, which must be confirmed at <http://www.ccr.gov>.
- 4. NSSE Grant Operational Security Plans and Budget Detail Worksheet.** As part of the FY 2011 NSSE Grant application process, each eligible State and territory

scheduled to host an NSSE must develop an Operational Security Plan in coordination with their interagency NSSE Executive Steering Committee. Because of the classified nature of the Operational Security Plans, the Plans should NOT be submitted to FEMA. The applicant must only submit a copy of the Budget Detail Worksheet to FEMA.

Please refer to *Section I Part VI.C* for the Budget Detail Worksheet Template and Instructions.

C. Submission Dates and Times

All invoices must be received by FEMA **no more than 120 days after the conclusion of the NSSE or 30 days before the end of fiscal year, 2012, whichever date occurs sooner.** Late invoice submissions will neither be considered nor reviewed. Only applications started through <http://www.grants.gov> and completed through the ND Grants system located at <https://portal.fema.gov> will be accepted.

PART V.

APPLICATION REVIEW INFORMATION

A. Review and Selection Process

The following process will be used to make awards under the FY 2011 NSSE Grant:

- FEMA will review each application and verify compliance with all administrative and eligibility criteria identified in the application kit;
- Eligible applications will be reviewed and prioritized based upon the expected loss of un-reimbursed costs and lack of alternate funding sources.

Priority will be given to applicants meeting the following criteria:

Significant Unreimbursed Costs

Applicants demonstrating un-reimbursed costs directly related to the provision of security, public safety and emergency management for the designated NSSE. Significant unreimbursed costs are considered to be those costs over and above normal expenditures.

Lack of Alternate Funding Sources

Applicants hosting types of NSSE which have not in the past received direct Congressional appropriations, event-related presidential declarations, or third-party funding which provide reimbursement or direct payment for costs associated with hosting the event.

Funds will only be made available for event-specific costs that directly support the Operational Security Plan. These costs have to be specified in a Budget Detail Worksheet, which has to be submitted to and approved by FEMA. Details for payments are described in Section II 1.A..

B. Anticipated Announcement and Award Dates

FEMA will evaluate, act on applications, and make awards on or before September 30, 2012.

C. Intergovernmental Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact their State SPOC to determine if the program has been selected for State review. Executive Order 12372 can be referenced at <http://www.archives.gov/federal-register/codification/executive-order/12372.html>. The names and addresses of the SPOCs are listed on OMB's home page available at http://www.whitehouse.gov/omb/grants_spoc.

PART VI. OTHER INFORMATION

A. Application Development and Reimbursement

Requests for reimbursement must be submitted to FEMA no later than 120 days after the NSSE or 30 days before the end of the fiscal year, 2012, whichever date occurs first.

As a critical part of the application, applicants must provide a letter of certification that states that all costs support the event-specific Operational Security Plans. These costs have to be specified in a Budget Detail Worksheet, which has to be submitted to and approved by FEMA.

Obligation of Federal Funds and Disbursement to sub grantees

FEMA and the grantee share responsibility for making NSSE grant funds available to the sub grantees.

An applicant must submit documentation to account for all incurred costs to the grantee. The grantee is responsible for ensuring that all incurred costs are associated with the approved scope of work and for certifying that work has been completed in accordance with FEMA standards and policies.

FEMA is responsible for confirming with USSS that costs are appropriate and were incurred in support of an Operational Security Plan and for making the approved amount available to the grantee. FEMA also notifies the grantee that the federal funds are available but reside in a Federal account until the grantee is ready to award grants to the appropriate sub-grantees.

B. Budget Detail Worksheet

Budget Detail Worksheet Instructions

As part of the FY 2011 NSSE Grant application process, each eligible State and territory scheduled to host an NSSE and applying for NSSE grant funds must develop a Budget Detail Worksheet. The sample table provided below may be used as a guide to the applicant in the preparation of the budget. Using the tables below, compute the total estimated costs and provide the amount of Federal funds requested to support the NSSE.

Sample - Cost Estimates/Funding Requests:

- A. Personnel.** List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
		\$
Total Personnel		\$

- B. Fringe Benefits.** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
		\$
Total Fringe Benefits		\$

- C. Travel.** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). Travel and meals for trainees should be listed separately under the training category. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
				\$
Total Travel				\$

- D. Consultants/Contracts.** Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.
Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.
Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Name of Consultant	Service Provided	Computation	Cost
			\$
Subtotal – Consultant Fees			\$

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Item	Location	Computation	Cost
			\$
Subtotal – Consultant Expenses			\$

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Item	Cost
	\$
Subtotal – Contracts	\$
Total Consultants/Contracts	\$

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Amount	
A. Personnel	\$	
B. Fringe Benefits	\$	
C. Travel	\$	
D. Equipment	\$	
E. Supplies	\$	
F. Consultants/Contracts	\$	

Total Requested Federal Amount	
\$	